



PATRICIA S. PLOEHN, LCSW  
Director

**County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

April 7, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Board of Supervisors  
GLORIA MOLINA  
First District  
MARK RIDLEY-THOMAS  
Second District  
ZEV YAROSLAVSKY  
Third District  
DON KNABE  
Fourth District  
MICHAEL D. ANTONOVICH  
Fifth District

**REQUEST APPROVAL OF A CONTRACT WITH INTL LIMO, INC.  
FOR TRANSPORTATION FOR MEDICALLY FRAGILE CHILDREN  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT:**

Requesting approval of a Contract with INTL Limo, Inc. to provide Transportation for Medically Fragile Children services, effective May 1, 2009 through April 30, 2010, with two (2) optional one-year periods, for a three-year cost of \$120,000. Also requesting delegated authority to extend the Contract for up to six (6) months beyond its third year, if necessary, to complete a new solicitation process or the negotiation of a new contract.

**IT IS RECOMMENDED THAT YOUR BOARD:**

- 1) Approve and instruct the Chairman to sign a Contract (Attachment 1) with INTL Limo, Inc. (INTL) to provide transportation services for medically fragile children. The term of the Contract will begin on May 1, 2009, or the date of execution, by your Board, whichever is later, and shall expire on April 30, 2010, or one (1) year from the date of execution by your Board, with options to extend for up to two (2) additional one-year periods through April 30, 2012. The Maximum Annual Contract Sum is \$40,000 and will be financed using 36 percent (\$14,400) Federal revenue, 33 percent (\$13,200) State revenue, and 31 percent (\$12,400) net County cost (NCC). The Maximum Contract Sum for the Contract is \$120,000, if all options to extend are exercised, and will be financed using 36 percent (\$43,200) Federal revenue, 33 percent (\$39,600) State revenue, and 31 percent (\$37,200) NCC. Sufficient funding is included in the Department's FY 2008-09 Adopted Budget.

- 2) Delegate authority to the Director of DCFS, or Director's designee, to exercise the two (2) one-year extension options of the Contract by amendment or written notice provided that: (a) sufficient funding is available for the extensions; (b) prior County Counsel and CEO approvals are obtained; and (c) the Director of DCFS notifies your Board and the CEO in writing within ten (10) working days of execution.
- 3) Delegate authority to the Director of DCFS, or Director's designee, to extend the Contract by amendment or by written notice for up to six (6) months beyond its third year, if necessary, to complete a new solicitation process or to negotiate a new contract provided that: (a) applicable State and Federal regulations are observed; (b) prior County Counsel and CEO approvals are obtained; and (c) the Director of DCFS notifies your Board and the CEO in writing within ten (10) working days of execution.
- 4) Delegate authority to the Director of DCFS, or Director's designee, to execute amendments to the Contract to increase or decrease the Maximum Annual Contract Sum by no more than ten percent (10%) of the Maximum Contract Sum, if necessary, to accommodate any unanticipated increase or decrease in units of service provided that: (a) sufficient funding is available; (b) prior County Counsel and CEO approvals are obtained; and (c) the Director of DCFS notifies your Board and the CEO in writing within ten (10) working days of execution.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended actions will allow DCFS to provide non-emergency transportation services to medically fragile children under its care for appointments, detentions, pre-placement interviews and re-placements on a 24 hours a day, seven (7) days a week basis. These services are currently met through the purchase order process, but now require a Board-approved contract. Prior to contract solicitation, other County departments were contacted about providing these services, but could not due to limited resources.

According to DCFS policy, the Children's Social Worker (CSW) should not transport a child with special health care needs. Placement facilities are not equipped to transport medically fragile children due to limited availability of appropriate transportation and lack of staff capacity. Most ambulance services refuse to transport children for non-emergency situations. Medically fragile children have chronic, permanent disabilities, but are otherwise medically stable. The Contract will satisfy all needs for safe, professional, non-emergency transportation for medically fragile children. Without approval of the recommended actions, appropriate transportation will not be available to medically fragile children.



Contractor's performance will be monitored by reviewing incidents of non-compliance and corrective action plans to ensure that any problems are properly addressed, and that preventive measures to remedy such problems are in place. DCFS may also inspect DMV records, licenses, permits, and other documents, as applicable, to ensure compliance with the Contract and applicable laws.

#### Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal No. 5 – Children and Families Well-Being. The recommended actions will enable DCFS to provide transportation services for medically fragile children to accommodate their extraordinary needs.

#### **FISCAL IMPACT/FINANCING**

The Maximum Annual Contract Sum is \$40,000 and will be financed using 36 percent (\$14,400) Federal revenue, 33 percent (\$13,200) State revenue, and 31 percent (\$12,400) NCC. The Maximum Contract Sum for the Contract is \$120,000, if all options to extend are exercised, and will be financed using 36 percent (\$43,200) Federal revenue, 33 percent (\$39,600) State revenue, and 31 percent (\$37,200) NCC. Sufficient funding is included in the Department's FY 2008-09 Adopted Budget.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Contract will provide non-emergency transportation services to transport medically fragile children under DCFS' care to appointments, detentions, pre-placement interviews and re-placements on a 24 hours a day, seven (7) days a week basis. The term of the Contract will begin on May 1, 2009, and expire on April 30, 2010, with options to extend for up to two (2) additional one-year periods through April 30, 2012. The total cost of the Contract is \$120,000 for the three-year term. The Contract may be extended in one-year increments for a total of two (2) additional years, and up to an additional six (6) months beyond its third year, at the discretion of the Director of DCFS, after County Counsel and CEO approval.

The Contract includes a provision which states that the County has no obligation, whatsoever, to pay for any expenditure by INTL that exceeds the Maximum Contract Sum, and that INTL will not be asked to perform services that exceed the contract amount, scope of work, or contract dates. In addition, the Contract provides for termination for improper consideration and for no adherence to the County Lobbyist Ordinance. Further, the Contract allows the County to implement funding increases or decreases by ten percent (10%) of the Maximum Contract Sum to accommodate any changes in units of service.

INTL is in compliance with all Board and CEO requirements. County Counsel and CEO have reviewed this Board letter. The Contract has been approved as to form by County Counsel.

### **CONTRACTING PROCESS**

DCFS released the Invitation for Bids (IFB) for Transportation for Medically Fragile Children on October 28, 2008, and notified 115 vendors by mail or by e-mail. DCFS advertised the IFB in newspapers, on the County's website, and on the DCFS' website. Three (3) interested parties attended the Bidders' Conference held on November 17, 2008. On December 11, 2008, one (1) vendor, INTL, submitted a bid. The bidder was determined to be responsive and responsible.

INTL currently maintains a contract with the Veterans Administration (VA) to transport clients in wheelchairs. The VA, which was contacted as a reference, reported very good performance. INTL does have limousines, which may be adequate to transport smaller medically fragile children (infants) who are not in a wheelchair or who do not require one to be transported. DCFS will confirm transportation details with INTL on a case-by-case basis.

The Department has evaluated these services and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the Contract.

The Department has determined that the Cost-of-Living Adjustment (COLA) provision does not apply to the Contract.

### **IMPACT ON CURRENT SERVICES**

Upon approval of the Contract by your Board, DCFS will be able to provide secure and suitable transportation services to medically fragile children under the jurisdiction of DCFS who require extraordinary care when being transported without compromising their health and safety.

**CONCLUSION**

Upon approval and execution of this Contract, it is requested that the Executive Office/Clerk of the Board, send adopted copies of this Board letter and contract to:

1. Department of Children and Family Services  
Contract Administration Division  
Attention: Walter Chan, Manager  
425 Shatto Place, Room 400  
Los Angeles, CA 90020
2. Office of County Counsel  
Attention: Diane Cachenaute, Paralegal  
648 Kenneth Hall of Administration  
500 West Temple Street, Suite 602  
Los Angeles, CA 90012
3. INTL Limo, Inc.  
Attention: Steve Gurevich, President  
12917 Valleyheart Drive  
Studio City, CA 91604

Respectfully submitted,



 PATRICIA S. PLOEHN, LCSW  
Director

PSP:WC:RR:mr

Attachment (1)

- c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors